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ABSTRACT

The basic procedures for establishing and running a church library are given in this manual including: (1) the need for a church library, (2) how to begin, (3) how to get books, (4) how to prepare books for circulation, (5) how to keep the library going and (6) a glossary of library terms. The Dewey Decimal Classification System is also explained and the supplies needed for the library are given. (NH)

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Church Library Handbook

REVISED EDITION

by LaVose Newton

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LaVose Newton

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If religious books are not circulated widely among the masses in this country, and the people do not become religious, I do not know what is to become of us as a nation.

And the thought is one to cause solemn reflection on the part of every patriot and Christian. If truth be not diffused, error will; if God and His Word are not known and received, the devil and his works will gain ascendancy; if the evangelical volume does not reach every hamlet, the pages of a corrupt and licentious literature will; if the power of the Gospel is not felt through the length and breadth of the land, anarchy and misrule, degradation and misery, corruption and darkness, will reign without mitigation or end.

—Daniel Webster

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Manual

Why a Church Library?

The Christian's reading list begins with the Bible. He does not substitute Christian books for the reading of The Book, the Bible. Christian books are supplementary. They amplify, clarify and apply the truths of the Bible. Read the Bible first, but read Christian books also!

What Christian Reading Does to You

"He who walks with wise men will be wise" Proverbs 13:20.

You become what you read is an encouraging fact to the reader of good Christian books. Indeed, you find: 1. your mind expanding to take on the great thoughts and truths which you read, 2. your heart warmed with new faith and love for your Lord as you read of what He has done in and through other lives, 3. your will challenged to do the will of God and, 4. your spiritual eyes opened to see areas in your life, your personality or disposition where something needs to be confessed and changed by God's power.

Yes, you are changed by what you read, and if you are reading good Christian books you are probably being changed more and more into the likeness of your Lord.

What Christian Reading Does for You

Christian reading provides the answers to your spiritual needs, whatever they may be. Through the variety of books available, Christian reading: 1. explains how to become a Christian and how to mature as a Christian, 2. teaches and illustrates how to overcome temptation, how to know God's will for your life, etc., 3. helps you to understand your Bible and your faith, 4. trains you

for effective service for your Lord (witnessing, teaching, leading, etc.) and, 5. provides you with guides and materials for personal and family devotions, etc.

Doesn't it appear that God has made extra provision for these days of stress, temptation and confused thinking?

What Christian Reading Does Through You

As your own understanding, faith, devotion and love are deepened, this is reflected through your life to others. Your heart is enlarged to share your Lord; your testimony and service are more effective.

You will know of specific books to put into the hands of others who have spiritual needs too. Won't these printed ministers do for them what they have done for you?

Christian Ed. and Leadership Guidance

The importance of each phase of church work demands informed and trained leadership. Yet many of our lay leaders face their tasks with the need of more basic information and training. The church must back its workers and make easily available to them books and materials that will prepare them for effective service.

Even experienced or trained leaders realize a need for continued study and supplementary materials. No church is fulfilling its responsibility unless it provides an adequate library to meet the needs of all ages and all phases of Christian life and service!

Program Source Material

Youth leaders seek material for their expressional meetings, worship services, parties, projects and clubs. Sunday school and vacation Bible school leadership need additional story and worship materials, as well as craft and recreational helps. Teachers and devotional leaders require Bible study aids, training helps, books on apologetics, illustrations, poems and inspirational readings and soul winning techniques. High school and college students need resource material for their essays. They also must find intelligent answers for questions and problems proposed by non-Christian professors and fellow students.

The church library can and must face these needs and provide the source material to meet them.

Enlarge the Church's Ministry

James MacKay has said, "Books are among the great ministers God has given to men."

Christian literature brings the ministry of the church right into the home and the leisure hours. Good books on Bible study, doctrine, inspiration, missions and the example of Christian living (biography and novels) extend the ministry many times beyond that which personal contact of the minister or other leaders is able to do.

Eyes have been opened, hearts melted, and life-changing decisions made over the pages of Christian books. The church should be eager to introduce its people to books that will enrich their individual lives and in turn benefit the entire church and the cause of Christ.

Replace Inferior or Harmful Reading

Children and youth will read, and the magazine stands have zealous customers. The church should guide the reading habits of its people and thus influence their thinking, their ambitions, their actions and their whole life. Only an actual provision of interesting and challenging Christian books can encourage readers away from cheap or destructive reading toward that which builds Christian character and discipleship.

No man can be truly educated or successful in life unless he is a reader of books.
Benjamin Franklin

How Do We Begin?

You can do it hastily or you can do it well! If you wish to have a library that is efficient, known to your entire church family and used by them consistently, you will want to do it well!

Plan for Capable Handling

Appoint a library committee representing every group in the church. Sell your committee on the many values of a church library and the expected benefits to the groups they represent. This will promote interest in and use of your library throughout the church membership. The committee is responsible to carry out the following:

1. Select a librarian and at least two assistants.
2. Choose a location for the library.
3. Set up a criterion for evaluating and selecting books. (Suggestions will be found on page 17.)
4. Select or approve books for the library.
5. Finance and obtain the library furnishings, equipment and supplies.
6. Determine the policies of the library. (Suggestions are on page 15.)
7. Plan immediate and future ways of obtaining books for the library.
8. Plan the opening, advertising and use of the library, and its continual promotion.
9. Study the improvement of the library and its ministry.
10. Confer with and encourage the library staff. Hold regular meetings with staff (monthly or quarterly).

11. Make regular library reports to the church board or Christian education board.

These duties are further discussed on succeeding pages.

The Librarian

Herein lies much of the secret of the success or failure of your library. The librarian and his or her assistants should be chosen carefully and prayerfully, keeping the following qualifications in mind:

1. Christian character, consecration and cooperation.

2. Appreciation of books and their ministry.

3. Dependability, persistence and patience.

4. Love for detail.

5. Typing ability (not essential, but very helpful).

6. Leadership ability is helpful, though this may be supplemented through the committee.

7. Time to supervise processing of books and to keep library hours which suit the convenience of interested church groups. The assistants, however, should share responsibility for these hours.

The Librarian and Staff

Duties of the librarian and library staff should include the following:

1. Obtain approved books for the library.

2. Supervise processing of books and all mechanics of the library.

3. Keep up-to-date files and records on all library books, finances and activities.

4. Keep the library clean, neat and attractive.

5. Frequently check shelves to correct any book misplacements.

6. Maintain definite library hours.

7. Send out overdue notices.

8. Discharge books and replace books on shelves. (Borrowers should not return books to shelves.)

9. Meet regularly with staff and assign specific duties to each one.

10. Become familiar with the general content of the books in the library.

11. Keep abreast of new books which should be considered for the library.

12. Give courteous help in the locating of requested books and offer interested counsel in the choice of books.

13. Inform library committee of problems or needs relative to the library.

14. Make book lists and other reading guides and encouragements for the various church groups and departments.

15. Periodically weed out books no longer desired, keeping a record of those discarded.

16. Constantly publicize the library. (See chapter, "Publicity Keeps Us Going!")

Location

A separate room is ideal for a church library location, but many cannot begin this way. Whether it be a quiet corner, shelves in the Sunday school office (but not in the church office or other place which is busy during the week), a portable library on wheels, a converted closet or that much-to-be-desired room, the following must be considered.

1. Accessibility (ground floor, please, and close to Sunday school office or entry).

2. Attractiveness (if necessary, clean and add color to achieve this).

3. Size and number of shelves (approximately 11" high, 8"-10" deep, with a support at every 3 feet of shelf length). Three feet of shelf will usually accommodate 25-30 books.

4. Good light and ventilation.

5. Adequate space for librarian's supplies and activities.

Furnishings and Equipment

Choose your library furnishing and equipment in accordance with the size and nature of your quarters and the anticipated usage of the library. Endeavor to keep them consistent with your vision of the ministry of your library. The eight starred items are essential. Also see page 24 for complete list of supplies needed.

*Book shelves
*Floor covering
*Librarian's desk
*Chairs
*Supply cabinet or closet
*Card file
*Date file (charging tray)
*Bulletin board
Reading table
Dictionary stand
Magazine rack

Library Policies

Before your library is opened, certain policies will need to be determined. The following should be included in your consideration:

1. What will be the library hours? (One-half hour before and after every regular Sunday school or church meeting? Saturday mornings? 4:00-5:00 p.m. on certain week days?)

2. What books are to be reference books (not removable from the library)?

3. Who may use the library?

4. How many books may be borrowed by an individual at one time?

5. What shall be the standard period of loan? (7 days? 14 days?)

6. Will renewals be permitted? For how long?

7. Shall an overdue reminder be sent out when a book is not returned? (See item 8 under Library Supplies, page 24.)

8. Shall overdue fees be charged? If so, what shall they be? (Check with your public library and follow their plan.)

9. How shall fee money be used?

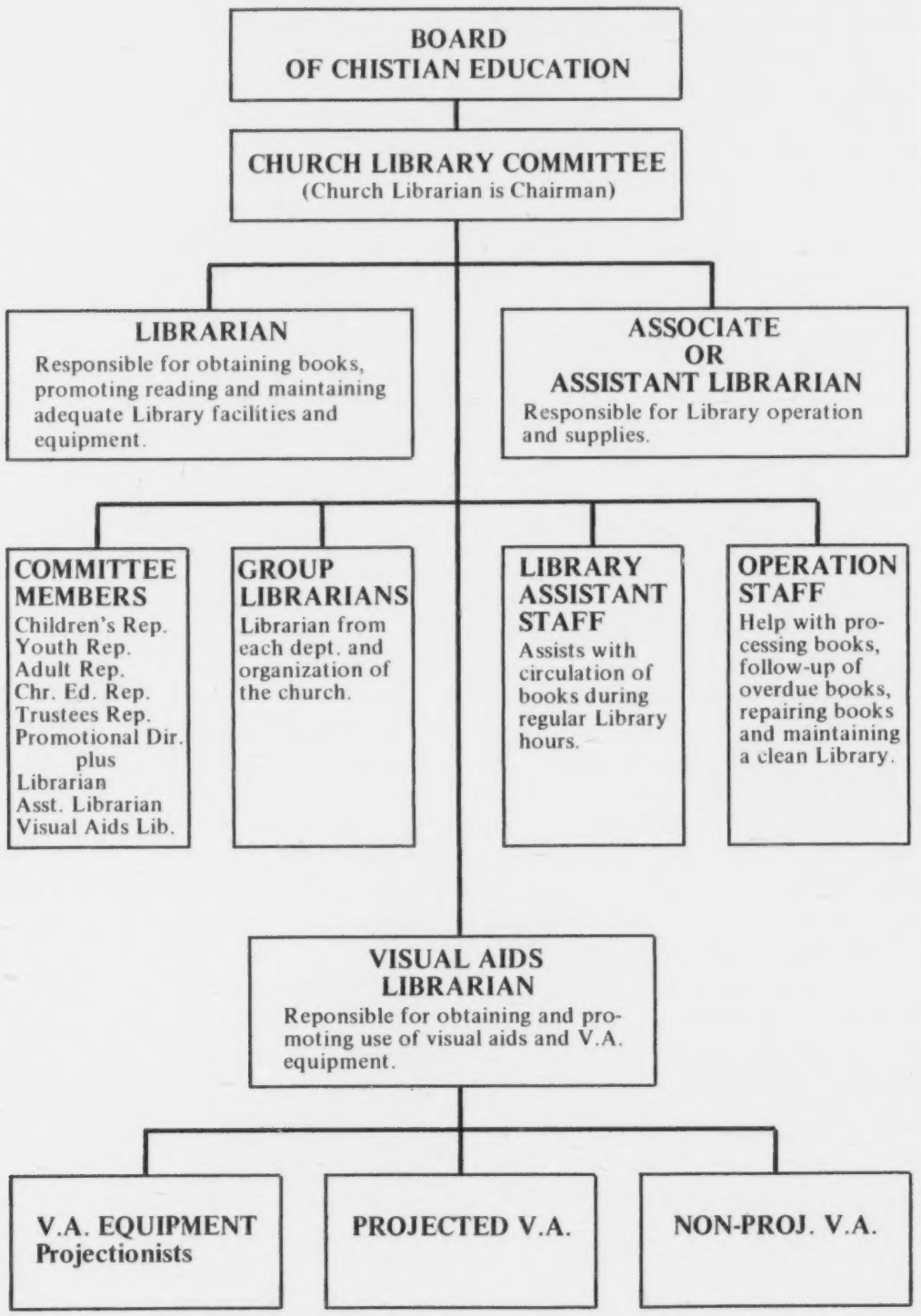
10. What about books that are lost or ruined?

11. How extensive a filing system is needed? Do you want a file or notebook record on every borrower?

12. Should the library have permanent departmental or group branches?

A man is himself, plus the books he reads.
S. Parkes Cadman

Suggested Library Organizational Graph



How Do We Get Books?

Each Book to Fulfill a Purpose

Books should not drift into your library! The dangerous temptation of many church libraries (particularly beginning ones) is opening its arms to all the books that well-meaning friends discard from their personal libraries.

Because of its nature the church library should be limited to those books which minister to the spiritual, cultural, service training and recreational needs of the church of which it is a part. A policy of accepting only those books which are on an approved list or which may be especially approved by the library committee will safeguard the library from outmoded, doctrinally or pedagogically unsound, or otherwise undesirable books.

This will also save the librarian the embarrassment of personally refusing unwanted books. When an unacceptable offer is made, the librarian may graciously explain the policy and suggest that the donor give the library committee a list of the books offered for consideration.

Here is a suggested criterion for evaluating and selecting books for your church library.

1. Does this book fulfill a need in our library?
2. Will the book have a ministry to our people?
3. Is the doctrinal and moral content in accord with the teachings of our church?
4. Are the facts reliable, authoritative, up-to-date and written by one qualified in that particular field?
5. Is the subject matter presented in a fair and just manner?

6. Are the illustrations suitable for the text?

7. Has the book had favorable reviews?

One enthusiastic church librarian says, "When there is a choice between an expensive and a low-priced book, I have found that it is a good policy to purchase the higher priced book for our library because our people often cannot buy it and will come to the library for it."

When books are available in both hardback and paperback, buy the hardback for longer life and usefulness in your library.

Your library committee, minister or denomination will probably suggest books of special interest to your church. Christian magazines have helpful book reviews. If you are beginning with a very limited book selection, choose a one-book Bible commentary and one, two or three books from each of the following categories: Bible–general, doctrine, devotional, Christian home, inspiration for youth, missionary biography, Christian education, teaching, stories and fiction for children.

Remember that a few newer and appealing books in your library will be of more reading interest to your people than a larger number of old and perhaps outmoded titles.

To build a well-rounded library which will be usable by the whole church family, select a few books from each of the general classification headings in this handbook. Attempt to maintain a balance among these divisions as you add to your library. However, you may find that the particular ministry of your church suggests emphasis in certain fields. Know the needs of the church and build your library to meet them!

When a desirable book for the library is brought to the attention of the librarian or member of the library committee, a "want card" (3 x 5) should be made on that book and put into a "want file." Then when books are to be added to the library, a selection is already prepared. When any of these books is obtained, its want card can be used as the work card.

How to Obtain Books

Most churches are delighted to find that it is possible to build a good-sized library with a minimum of help from the church budget. However, every church

and Sunday school should have enough concern for, and appreciation of, their library to write it into their budgets and thus assure the continual addition of new and needed books. Here are suggested ways of consistently building your library.

1. Books Wanted! Put a notice each month in your church bulletin or other publication that certain books (by title, author and price) are wanted in the church library. Invite members to give one of the books listed. Suggest that the money for the book be given to the librarian to avoid duplicate gifts.

2. Birthday Gifts. Just as children now bring their birthday pennies to Sunday school, each young person or adult can honor the Lord on his birthday by bringing a book for the library on the Sunday following his birthday. Or, he may want to give a book honoring a friend's birthday. Promote this idea! Keep a list of desired books, with prices, posted in each class that follows this plan.

3. Class or Group Projects. A class may give the library a boost by contributing a certain number of new books. Or, it may sponsor one phase of the library, possibly the section which would minister to its own members.

4. Memorial Gifts. A gift to the church library is a most fitting tribute or memorial for a Christian. It extends his testimony and ministry through the years. Library memorial funds are sometimes invited in lieu of flowers. Families may give a gift in memory of a loved one, or classes may so honor their deceased members. The memory of an outstanding leader in the church is beautifully honored through a memorial library in his or her name.

5. Christian Bookstores. Your local Christian bookstore is an excellent source of information on new and important books for your church library. Let them serve you.

Library Day

You may say, "But we want lots of books right away!" Nothing so stimulates a church-wide giving of books and an immediate interest in reading as a well-planned and publicized Library Day.

This is a plan whereby members of your church and Sunday school are invited to choose a book from among a select group of new books on display and to give that book (the price of its purchase) to the church library. The next day the remaining books are returned to the bookstore from which they were consigned and those kept are paid for out of the money received.

The result? A good number of "just the books you want" are ready to be added to your library without any cost to the church budget, and your people have seen and given books they will want to read. (If it is not possible to make a consignment arrangement with a local Christian bookstore, mimeograph a list of books desired, with their prices, and distribute them to your members on your Library Day.)

Many national or religious days give special opportunity for such a plan, such as, Mother's Day, Father's Day, Children's Day, Memorial Day, Christmas, Rally Day, Christian Education Day, Christian Home Day, Thanksgiving Sunday, the birthday of the founding of your church or the birthday of some beloved leader or your pastor.

For example, if Mother's Day is chosen, every member of the church and Sunday school is invited to give a book to the library in honor of, or in memory of, his own mother. Many churches have placed 50 to 200 select books in their libraries by this Library Day method. Here is how it is done.

1. Assure the pastor's cooperation and confirm the date of your Library Sunday. (Set it a month or two in advance.) Ask him to announce the project from the pulpit on two Sundays before the big day. On Library Sunday he should explain the procedure to be followed after the morning service by all who wish to give a book. (The same would be true if your Library Day is held on a week night.)

2. If your Library Day (or Night) is held on a week night, make sure it will be a time which will bring out the majority of your church and Sunday school members. A church family dinner is an effective way to begin the evening.

3. Announce the Library Day in your church bulletin and other publications for at least two weeks in advance.

4. Send out letters or cards to the church membership, informing them of the new church library project and inviting them to give a book in honor of someone special to them. Explain that their names will appear in the front of the books as donors, along with the names of those in whose honor the books are given.

5. Make announcements in each Sunday school department and church group of the forthcoming Library Day. Invite classes and groups to give books together. This stirs interest and encourages attendance at your Library Day.

6. Obtain book name plates on which is printed

PRESENTED BY
IN HONOR OF

Beautiful name plates are available from your Christian bookstore.

7. Arrange with your local Christian bookstore to have a selection of desired books on display in the church foyer on Library Day. If this is not possible, mimeograph a list of the books you desire and distribute this list on Library Day. If your church would prefer that the library procedures not be carried on in the foyer or rear of the church, arrange for the display of books and signing routine in the room most accessible to the church sanctuary. Request that your pastor urge the people to go directly to the book tables as soon as the service is over.

8. Prepare tables to display the books in such a way that your people may easily see and handle them. Arrange the books by subject matter, with an identifying easel-placard on each table. Also have a treasurer's table where each gift book is taken to be paid for and the book name plate is signed and inserted in the book. The gift books are stacked at one side, waiting to be checked with the receipts.

If mimeographed book lists are used instead of a book display, each book chosen should be checked off of a master list by the treasurer as he takes the money gift. (This avoids duplication of books.) The book name

plate should be signed at this time, with the name of the book written at the top of the name plate.

9. Have some book cards (borrower's cards) ready for reserving "first reading rights" as soon as the books are processed for loaning. You may be surprised to see how many donors ask permission to be the first to check out and read their gift books. Just what you want!

10. Return to the bookstore the books which were not chosen as gifts, paying for the gift books from the money received. Or, take the money and your master mimeograph list to your bookstore to purchase the books or have them ordered for you.

A truly great book teaches me better than to read it. I must soon lay it down, and commence living on its hint . . . what I began by reading, I must finish by acting.
Thoreau

Reading is the heart and soul of culture in its highest form.
Walter B. Pitkin

How Do We Prepare Books for Circulation?

Correct and complete cataloging (processing) of each book that comes into your library is of extreme importance–beginning with the first book. Short cuts are always regretted and take valuable time to undo and redo.

A complete classification system is essential to you because it is elastic enough to allow your library to grow from a small project to a very large one without any change in your numbering or shelving arrangement. No matter how many books are added to your library each should be numbered and shelved in the right topical order and in right relationship to other books on the same subject.

The classifying system in this handbook will assure this. Begin right! Then your displays will look attractive, your books will be easy to locate and thereby be more frequently read. They will remain as permanent ministers in your library.

Also, your files will answer such questions as the following:

Where is *Design for Christian Marriage?*

Do we have any of Spurgeon's books?

Have we a book on the subject of stewardship?

Who has *The Saving Life of Christ?* When will it be returned?

Have my primary teachers read this new book?

How many of our books are out on loan?

How many books do we now have in our library?

How many books have we added to the library this year?

These and many other important questions relative to the normal functioning of a good library suggest a careful, routine treatment of each book which comes into your church library.

Supplies and Equipment

Adequate supplies and equipment should be gathered before preparation of books begins. The following is a recommended list:

1. Book pocket* (one for each book)
2. Date due slips* (one for each book)
3. Book cards or borrower's cards* (one for each book).
4. Title cards* (one for each book)
5. Author cards (one for each book)
6. Subject cards (average two per book)
7. Book name plates* (one for each book)
8. Overdue reminder forms*
9. Shelf classification labels (provided in this handbook)
10. Window stencil (provided in this handbook)
11. Classification system (provided in this handbook)
12. Accession sheets (provided in this handbook)
13. Financial record (provided in this handbook)
14. Alphabet file card guides
15. Card file, to hold 3" x 5" cards
16. Date file, or charging trap, to hold book cards of books out on loan
17. Paste (vegetable glue or a library paste is recommended)
18. Wide felt-tipped marking pen, for making black score background for classification number on book cover
19. White ink and pens, white plastic paint, or electric pencil and white transfer tape for best results on dark covers
20. Plastic-lac for shellacking back of books, or clear shellac

21. Rubber stamp with name and address of your church library
22. Ink pad
23. Typewriter with good ribbon
24. Dating stamp (not essential, but convenient)
25. Book repair kit*

*Available from your Christian bookstore.

Accession Sheet

Record the book on your accession sheet (in back of this handbook) and give it an accession number. (The first book in your library will be accessioned as number 1 and each book thereafter will receive the next number in chronological order.) Write this accession number on the title page of the book, just above the name of the publisher, and in the upper right hand corner of the back of the book jacket.

Note: This is not the classification number–the one by which you shelve your book.

Book Jackets

Remove the book jacket, carefully creasing it at the back fold so that it may be kept for future use. File the jacket in a folder according to its accession number. See page for further use of the jacket.

Increasing numbers of church libraries are leaving the jackets on the books and covering both book and jacket with a plastic cover, thus protecting but displaying the colorful book jacket. The slight added cost is well compensated for by the increased reading interest that the jackets create. If you are using plastic covers do not remove the book jacket at this time.

Classifying Material

Classify book with classification number. The classifying system in this handbook is the Dewey Decimal System, adapted for more convenient use in the church library. See pages

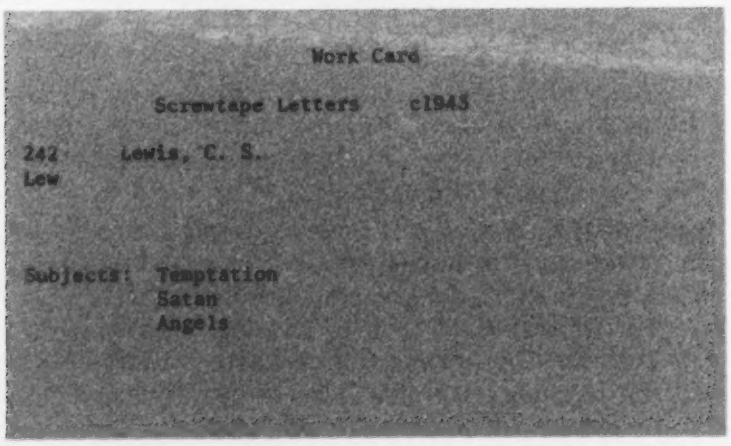
Study the system first so that you understand its general plan. Then determine the classification number under which your book should come and write the classification number in the top left corner of the title page in the book. Under this number write the first three letters of the author's surname, capitalizing just

the first letter (Morgan=Mor). With books on individual biography, use the first three letters of the individual's name rather than that of the author.

The subject guide, pages 61-67, will be a further aid to you in determining the classifying number of a book. Do not allow yourself to lean on this aid, however, as it is limited. The subject guide has another purpose.

If the person who classifies the books does not type or have a typewriter accessible, it will be particularly important to prepare a work card (3 x 5) from which all other cards will be typed! This can be done in handwriting. However, this work card will prove valuable to any librarian. Below the information arranged like a title card the various subject card headings are listed. Put the work card inside the front cover of the book awaiting further processing.

Work Card



1. Reference books such as commentaries and dictionaries, should not be taken from the library. Write a large *R* in front of the classification number in these books and do not give them book pockets or book cards.

2. Pamphlets. Many pamphlets are important additions to your library. Process them just as you do the books, typing *Pam.* above the classification number on the file cards and the book card. If you put your pamphlets into cardboard bindings they may be shelved in their regular places among the books. If you group

your pamphlets, filing them in pamphlet boxes, write your inclusive numbers (example: 242-249) on the long end of the box just as you do on a book and shelve it in a separate pamphlet section.

3. Magazines or periodicals. Your library undoubtedly will subscribe to certain Christian and educational periodicals. These need not be accessioned or classified, but they should be recorded in a card file. Title cards (buff) can be used. Make one card for each periodical, listing on it the issues as they are added to the library.

This card should have the periodical title at the top. Down two spaces, and beginning one space from the left margin, type the year of that magazine issue, a dash, and the month. Each time a new issue comes to the library, add that month to that year line. Example: 1953– March, Apr., May. After several years, when a card is full, begin a new card and clip it on top of the old one. File periodical cards alphabetically and in a group by themselves.

Book cards should also be made on periodicals, clipping each card to the first inside page so that a record may be had of their loan. Shelve your periodicals in stacks, each title in a separate stack, always keeping the latest issue on the top.

4. Visual aids, projected and nonprojected, are a part of the total library program and, if possible, should be kept in the library. Whether or not your library facilities have room to house the visual aids, these should be kept in one central place and should be catalogued, filed and checked out as carefully as books.

Book Cards

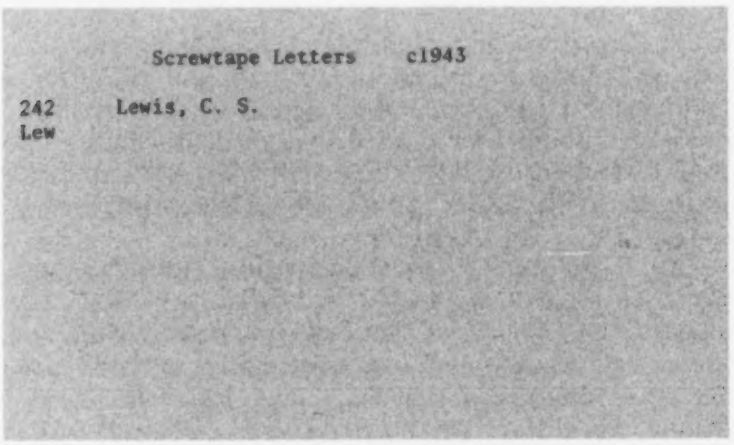
Title, author and subject cards are on colored stock for easy identification. You will value this in your filing.

1. Title card (buff). Title of the book is typed two spaces from the top of the card and 13 spaces from the left margin. Copyright date should be a few spaces to the right of the title.

Drop down two lines and begin the classification number two spaces in from the left margin. Ten spaces

from left margin type the author's name (surname, comma, and given name or initials).

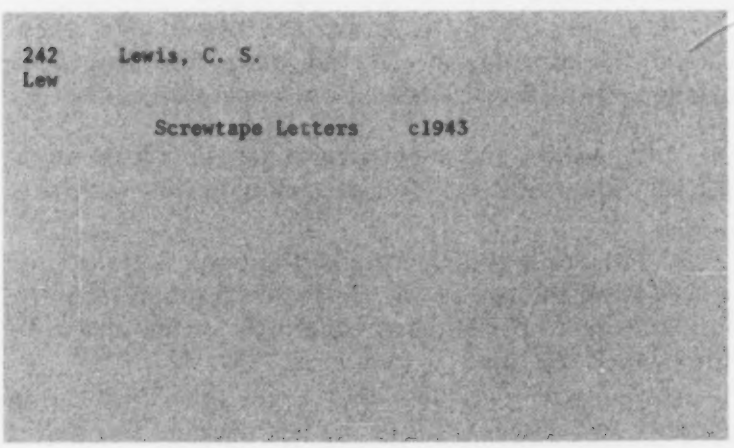
Title Card



Type the subject headings for which subject cards will be made on the back of the title card. If the book should ever be permanently removed from the library, all the cards on that book can also be removed from the files.

2. Author's card (cherry). Two spaces from the top, type the classification number and the author's name (surname, comma, and given name or initial). Start the classification number two spaces from the left margin, the author 10 spaces from the same left margin.

Author Card



Drop down two lines and, beginning 13 spaces from the left margin, type the book title. Now skip a few spaces to the right and type the copyright date (place a small *c* in front of the year) on the same line.

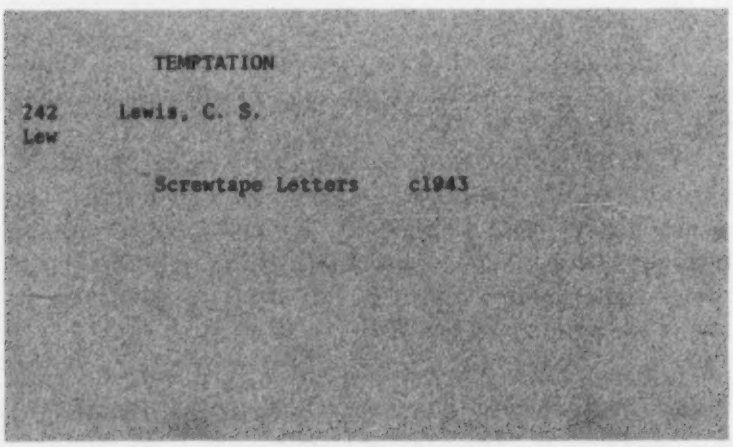
If no author is given for the book, type in its place the name of the editor, compiler or publisher (in that order of preference).

The classification number and author always appear on the same line, as do the title and copyright date.

3. Subject card (blue). The subject card, to be filed alphabetically according to subject, helps your readers to locate a book on some subject which may or may not be indicated in the title. The content of some books may suggest several subjects, each requiring a separate subject card. Refer to the subject guide, pages 61-67 for suggestions.

The subject card is typed just like the author card except that the subject is put on the top line (two spaces from top of card and 13 spaces from left margin), and the author and title lines are correspondingly dropped two spaces. The subject is typed in all capital letters as on illustrated subject card.

Subject Card



4. File the cards (author, title and subject) together, alphabetically, using your alphabet dividers. The card color will tell you immediately what kind of information is on the card. Alphabetize according to the first

word and proceed on through the title or name, disregarding any beginning articles (*The, An, A,* etc.). Consider abbreviations and numerals as if they were spelled out. File according to word (*In preparation* comes before *Information*). Keep the book card and work card in the book for a while longer.

More to Get Ready

1. Paste name plate on inside front cover, first filling in name of person or organization giving the book and name of person in whose honor it is given. If book was purchased through the budget, record the church or Sunday school as donor.

2. Clean soiled books with an art eraser. Repair torn pages or covers with the materials from your book repair kit. Do not use substitute items, such as cellulose tape, for book repair.

3. Press open new books. Take time to open new books properly in order to preserve their bindings. Place back edge of the book firmly on a table. Turn the front cover down until it touches the table, finger-pressing the edge where the cover joins the body of the book. Do the same with the back cover. Then turn down several pages at a time, alternating from front to back, until you reach the center and the book lies flat when open.

Use a dull-edged knife to separate pages that have not been cut apart.

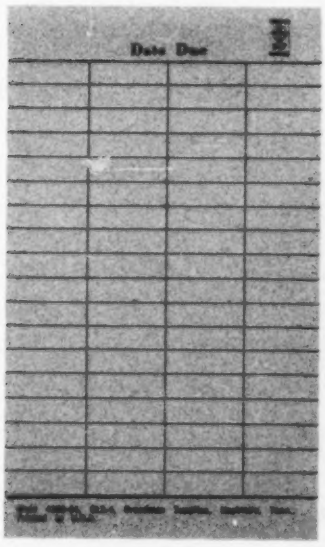
4. Stamp the book with your church or library name at the bottom of the title page. Use the same stamp on a book pocket.

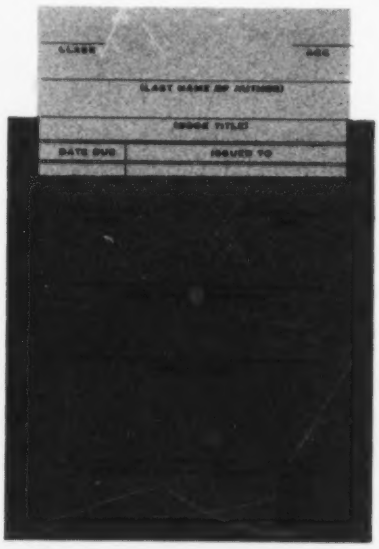
5. Book pocket card or borrower's card. This is the important little card which locates loaned books. The author's name and book title should be typed on the lines specified. Type the classification number in the upper right hand corner and put the accession number under the printed word, *Title*.

6. Paste book pocket in center on inside of back cover. Write accession number in lower left corner of pocket. Place the book card in the pocket.

7. Paste date due slip on page opposite book pocket. (A book pocket is available on which the date due information is already printed. Additional date due slips are available to paste over the pocket printing when the

original one is completely used. This saves time when the book is first processed for shelving.)





8. Stencil a black score on the back edge of book as the base for lettering. An even black line across your rows of books is important to an attractive library. To make sure these black scores are the same height and the same distance from the bottom of the book, use the window stencil found in the supplies section of this handbook. Place the stencil against the outside back edge of the book, making sure the bottom of the stencil is even with the bottom of the book. Pencil in the top and bottom margins of the window. Then black in your strip with a felt-tipped marking pen.

Paperbacks, so popular today, should be processed exactly like the hardbacks. If the back edge of the book is not wide enough to take the classification number clearly, stencil the black score at the regular height from the left edge of the front cover to an inch width. Shelve them with the hardbacks.

9. Print classification number on black score (including the three letters under the number) with pen and white ink. An electric pencil and white transfer tape is the faster and easier way of lettering your book cover. And, the result is neater and more distinct.

Shelving Your Books

Now your work card can be destroyed—unless you wish to keep it in a shelf card file.

10. Shellac full back of book or, better still, shellac the entire cover. This brightens and preserves the book cover and gives permanence to the classification number. Hard plastic coating is recommended.

If the jacket is to be kept on the book and covered with a plastic cover, put a strip of inch-wide mystic tape across the back edge of the jacket, one inch from the bottom of the book. Print the classification number on the tape in the same manner as suggested above, using a dark ink on white or light tape, or white ink on dark tape.

Arrange the books numerically according to their classification numbers. Where you have two or more books with the same number, file them alphabetically by author (note three letters under number). Fiction should be shelved at the end of the numerical books and filed alphabetically by author. Children's fiction, like children's stories, (268.8 and 268.81) must be located within the child's reach.

1. Label the shelves according to subject matter so that your books in each grouping may be easily identified. A set of 27 subject classification labels is provided in this handbook for this purpose. These labels can be taped, stapled, tacked or glued to the shelves, or they will readily slip into metal shelf label holders such as are used by the public and school libraries.

2. Post your library rules, "How to Use Your Library," (in supplies section) in a conspicuous place in your library or by your library shelves. If you have a lettering artist in your church, ask him to letter these rules on a poster, enlarged four to six times more.

Yes, correctly processing books for your library is a real project—a gratifying one as you contemplate its far-reaching ministry. A well-directed and equipped crew of workers will consider this project an interesting and challenging experience. Form an assembly line and the work will move quickly and smoothly. The more people who help in establishing your library, the more interest and enthusiasm will be stirred toward its use.

Now We're in Business!

Open with a Flourish!

Make your opening an event which will entice every prospective reader in your church to visit the new library. Set the date far enough in advance to assure the completion of your book shelving procedures and the decorating of your library. Appoint a committee to plan the event and to arouse the interest and curiosity of the entire church. This committee should be a part of, or work with, the library committee. Written and verbal invitations should reach every church home and church organization. Here are a few program ideas for the big day.

1. Book fashion shows. Members model book jackets as the moderator describes the book—its contents, ministry, etc. Represent one book out of each section of your church library. Jackets can be made of poster board in a true three-dimensional rectangle, or the front and back boards can be stapled to burlap pieces which cover the shoulders and act as side seams. Wide butcher paper may also be used for front and back covers. Sketchy reproduction of the jacket of each book being modeled should be painted and lettered.

2. Open house on Sunday afternoon, with storybook displays, reading interest centers, floral decorations, a tea table with light refreshments, and an attractive bookmark gift for each visitor. A bookmark listing the library hours and the type of books available for loan would serve as a reminder to your readers.

Departmental groups could also visit the library on that day during the Sunday school hour by special arrangement with the superintendent.

3. Book reviews by an outstanding speaker or reviewer. The books reviewed should be among those in your library.

4. Short play or skit on the practical value of Christian reading in the home.

5. Lecture on the influence of the printed page, with a challenge to replace harmful or inconsequential secular reading with a personal program of Christian reading.

6. Personal testimonies on what Christian books have done for individuals.

7. An announcement party, announcing the birth of the library, or the marriage of your church to Miss Christian Literature (and "let not man put asunder").

8. Formal dedication, with music by the choir or choir members, including a ritual with charge and acceptance of reading responsibility repeated by pastor and people. Golden keys to each of the library subject sections could be given to leaders of the Sunday school and various church organizations. Or, ribbons attached to these sections (or attached to posters representing the sections) might be given the leaders who would stand while the charge and dedicatory prayer are given by the pastor. Some visible way of relating each group in the church to your library is desirable.

Someone Wants to Take Out a Book

This is what you have been preparing for! When the borrower has selected his book he removes the book card from the pocket, signs his name on it, and takes both card and book to the librarian. (The librarian may wish a record of the borrower's name, address and phone number.) The librarian stamps the due date (date when the book is due back in the library) on the date due slip in the book and on the book card, which she keeps as a record of the loan. This card is then filed in a date file by due date.

The date file should have two month dividers ("this month" and "next month"), 31 date dividers and one overdue divider. "This month" divider should have behind it the date dividers from the current date through the end of the month. "Next month" will have the dates from the 1st up to the current date. For example, on May 14 the order of the date file would be

as follows: this month, 14-31; next month, 1-13; and overdue. These should be changed each day the librarian is on duty.

The overdue file should be checked weekly and reminder notices or phone calls made regarding books overdue more than seven days. When an overdue book is returned, if overdue fee is charged, the librarian might say, "I see you are investing 10¢ (or amount of fee) in a new book for the library." Take the sting out of your fees, but be consistent in charging them if they are part of your library policy.

Reading is like depositing money in a savings account. The benefits compound themselves like interest. But unlike a savings account, you can draw on your interest without ever having less remaining.

Reading Christians are growing Christians. When Christians cease to read, they cease to grow.
John Wesley

Publicity Keeps Us Going!

"Something as free as a library still must be sold." In spite of the tremendous ministry possible through a church library, an unused or neglected library is worthless! The publicity chairman on the library committee should employ every possible means of keeping your church library minded! The following are suggested ways to publicize your library:

Publicity Suggestions

1. Frequent or regular announcements in the church bulletin and other church publications. Occasionally include an article about the influence of reading upon children and youth. Urge parents to check out books for their children as well as themselves. Make Christian reading a family habit.

2. Special reading lists. a. Lists geared to age or group interests and sent to these groups (children, youth, church leaders, S.S. workers, missionary society, etc.). b. Basic Christian home reading list given to all church members. Make out a new one each year. c. Same list and an invitation to use the church library sent to each new church member. d. List of books pertaining to marriage and a Christian home sent to each newly-married couple (including daily devotion helps). e. List of books pertaining to rearing children in the Christian home sent to the parents of new-born babies in your church.

You may wish to extend your ministry by sending such a list, with an invitation to use your church library, to parents of new-born babies in your community.

3. Short new-book reviews appearing in your church publications, sent to various departments or classes and

groups to be read, or given in person by the librarian or library representative.

4. Book reviews by children, young people or adults in their own departments or group programs.

5. Announcement by librarian or library committee chairman and a "use the library" invitation given from the pulpit one Sunday each year. (One librarian is invited by her pastor to make an announcement from the pulpit once each quarter.)

6. Library posters in Sunday school departments and other conspicuous places around the church. Here you can make good use of the book jackets previously filed. Keep one poster for displaying new book jackets. Paste jacket on poster with a few spots of rubber cement so that it can be removed and another jacket put in its place. Construction paper in a contrasting color, or that which picks up a color in the background of the book jackets, makes an attractive poster.

Make a poster for each age group with a picture of one of their reading members at the top with the caption: "This book is great," "I enjoyed this book," "You should read this," "This book was a blessing to me," "This book brought blessing to our home," "This book set me thinking," etc. The jacket of the book which the person is recommending can be pasted to the poster below the caption.

If the jackets are kept on your books and covered with plastic covers, make mock jackets of construction paper or print the book title on a book drawing. This will do as well for all of your poster and advertising purposes.

Move posters from room to room. Have poster contests among your children and young people.

7. Library bulletin board in the library and in departmental rooms. Post book reading lists here. New book lists should be posted regularly. Book jackets may also be used to good advantage on the bulletin boards.

8. Reading campaigns or contests, awarding prizes to the department or persons reading the most books from your church library and submitting a short paragraph review of each book read. Summer is an excellent time for a reading campaign among children and youth.

Reading contests can be built along the theme of travel, space, missions, sports, treasures, tree with leaves, etc. Give points for number of books or pages read. Rules might include a requirement of reading one biography and one devotional or inspirational book in each four books read for credit.

Extra credit may be given to each contestant who gets someone else (a friend or member of his family who does not attend your church) to read a book from your church library.

9. Book club, requiring the reading of just one book a month (more if you wish). Book club membership could be posted in the library, with competition among departments or church groups for largest number of book club members.

10. Story hour on Saturday mornings, a weekday afternoon, or as a Sunday school presession activity.

11. Group librarians appointed by each Sunday school department and church group to bring appropriate books from the library to their rooms each Sunday morning or meeting day. Cooperating with the head librarian, these group librarians may check books in and out, returning the signed book pocket cards and unloaned books to the library at the close of each meeting. Women's associations, mothers' clubs, men's groups, youth organizations and Sunday school departments can greatly encourage and increase Christian reading through their group librarians. Hints for group librarians:

a. Send Bible story and other books with definite Christian message home with children from non-Christian homes.

b. Place Bible story and child psychology books in preschool departments on table by parents' chairs. Post a sign inviting parents to examine them and to check one out to take it home.

c. All parents' groups should have books at their meetings which will help them to understand and influence their children for Christ.

d. Give, or arrange for, special reviews in Sunday school classes or adult meetings of books for the

Christian home, with a word about their ministry and how they can be used in the home.

12. Workers' conference librarian will come to each meeting of the Sunday school teachers and officers well supplied with books on teacher training and teaching helps. During the departmental meeting time he or she can go from department to department with just those books which are important to leaders of that age. This is an effective way of assuring the continual study and growth of Sunday school workers.

13. Book tables at special programs and emphasis times. The librarian should know of every special program and emphasis throughout the church and have books or reading promotion there.

14. Library skits in Sunday school and church group meetings. A large "cardboard book" might walk into a meeting and tell its story–complain of lonesomeness or of ill treatment, tell excitedly about the fascinating things to be found on its pages, talk about the interesting or funny people who have recently read it, relate what happened in the life of one who read it, etc.

15. Personal testimony on what some particular book has done for that Christian life. The best publicity is a satisfied user.

16. Annual library emphasis week could include the birthday of the library. Reports on the usage, growth and benefits of your library should be presented this week. One or more of the activities suggested for the opening of the library could be planned for this time. Some occasion for outstanding book reviews and story hours should surely be included. See page 41 for a full library week program.

Treasure Chest Contest

Everyone loves a contest! Why not use this exciting means to get your children and young people to read more Christian books? A treasure chest theme offers opportunity to create fascinating posters, displays, etc.

Display a small chest with sparkling costume jewelry spilling over edge. Spotlight to make jewels sparkle. Post above display and use caption: "A book is like a magic box, brimfull of lovely treasure."

Make a poster of a large treasure chest covered with crinkled gold foil or gold glitter with caption: "Exciting Treasure Chest Contest! Come to the church library and find your treasure."

1. The contest. A jewel is awarded for every approved book read and reported on. The librarian places a book report form in each book as it is checked out. When the reader returns book and filled-in book report form he receives a "jewel" for his string of jewels. To obtain a diamond he must read ten books—two from each category (two of each jewel listed). Use a narrow gold ribbon and paste jewels (glittered paper) on it. Hang ribbons with jewels from the treasure chest.

When a diamond trophy is received a book is placed in the library in honor of the reader, with his name in it. Make a ceremony of presenting the diamond award and book in his department. Allow him to read the book before placing it in the library. You may also wish to award some type of Christian jewelry.

2. Organize for your contest. Make sure that your library committee, library staff and all the teachers and officers are informed and enthusiastic.

Line up committees: the publicity committee will see that everyone is fully informed about the contest. The special features committee will schedule brief book reports in departments and arrange for recognition of diamond winners.

Make calendar of events: Two weeks in advance, put up posters and displays. One week in advance, distribute contest handbills and give skits and announcements in departments. The Sunday contest begins, take departments on tour of library. Show books they will want to read. Demonstrate checking out a book. Introduce librarians. Show treasure chest and explain how they obtain jewels.

4. Gather materials: Make treasure chest of box with lid, sprayed with gold paint. Provide gold ribbon in lengths to hold eleven stones plus name tag. (In a large Sunday school each reader's string of jewels will be hung in his own department.)

Cut jewels in various shapes from colored construction paper; sprinkle with glitter of jewel color; imprint

as below. Paste rhinestones on silver paper for diamonds. Here are suggested jewels and book categories:

Amethyst–Missionary book, Emerald–Bible story or inspirational book, Pearl–fiction, Ruby–biography, and Diamond–tenth book. Imprint on jewel: name of jewel, my name, and name of book.

Mimeograph book report forms (4¼" x 5½") as suggested below:

Treasure Chest Contest

My Name _____

Name of Book _____

Author's Name _____

What the book was about or what I learned from it:

_____

_____

_____

Library Week

Library Week is a national endeavor to develop or encourage the habit of reading–good reading! It is an accepted fact that reading influences and directs thinking, feeling, belief, desire and action. This being true, we as Christians cannot but be concerned with this same endeavor for a Christian purpose. We want a Christian reading program–one which will influence hearts and minds (our own, other Christians' and those needing Christ) for God.

Many Christians are not familiar with Christian books, others do not know where or how to obtain them, and still others do not realize the relationship between Christian reading and Christian growth and fruitfulness.

Library Week is the concerned leaders' opportunity to inform them, awaken them and stimulate them. We should encourage every member of our Sunday school and church to develop the habit of reading Christian books and magazines for instruction and pure enjoyment. How can we do this? A good church library is our wonderful answer!

If you have an adequate church library you have the tools for a varied and far-reaching spiritual ministry

throughout your church family and community. *Adequate* means that you have books covering every age interest and every subject of Christian concern (Bible study, evangelism, missions, Christian home, inspiration, leadership training, youth work, adult work, program materials, biography and fiction).

Maybe your library needs an addition of some new books to make it of current interest or to meet areas of need now neglected. This would be an excellent time to enlarge. Or, perhaps you have no church library yet. This could be the time to start one. Or, better, set up or enlarge your library early enough to be able to promote the reading of Christian books during Library Week.

Assuming you have a church library, or will have one in time to promote it during Library Week, how can this week be used to advantage in your church program? Here are suggestions:

Advance Preparation

Advance preparation is the secret of a successful Library Week. Here are some for you to do:

1. The library committee plans programs, publicity and goals. Appoint a library representative in each department and group in your church to aid in carrying out the Library Week program in his own group.

2. Library Week posters made for every Sunday school department foyer. (Attractive library poster sets are available from your Christian bookstore.) A poster-making contest would stimulate interest among your young people.

3. Publicity written into all of your church and organizational publications.

4. A reading contest can be started or completed during Library Week. Only books from your church library will count for reading points. Require a balanced reading program, such as one book each of the following: Bible study book, or book about the Bible; inspirational or devotional book; missionary or biographical book; or miscellaneous book (fiction, Christian home, leadership training, etc.). The requirements will vary with different ages.

The contestant may read as many books as he wishes, but he should not repeat any one type of book

until he has read a book in each of the other classifications set up in your contest program.

Each book must be reported on short mimeographed review forms), with the title and number of pages at top of the review. Number of pages read must be considered in the scoring. Readers enlisting outsiders in the contest should be given extra credit. This is library evangelism.

5. Do any redecorating, furnishing or other improving needed to make your library inviting and interesting.

6. Displays. Each department or organization is invited to prepare a display visualizing the value of Christian reading. Prize offered for best display.

7. "My Reading Experience." Mimeograph reading questionnaire to be given to the congregation on Library Sunday. This should include such questions as:

How many books have you read this calendar year (approx.)?

How many of these have been Christian books?

What has been the effect of Christian reading upon your life this year?

What do you consider to be some of your needs which might be met or aided by reading Christian books?

Believing in the ministry of Christian reading, how many books (average per month) do you propose to read during the remainder of this year?

What types of books (or on what subject) do you wish to read?

Will you advance the ministry of Christian books by encouraging others (Christians and non-Christians alike) to read books which have helped you or which you believe would be of help to them?

This questionnaire is intended as a personal challenge to the reader or potential reader and is to be kept by him—not to be seen by anyone else.

8. Suggested reading lists, prepared from among your library books for various ages and interests. These to be given out in Sunday school or church on Library Sunday, or to be mailed to your church and Sunday

school families with a letter telling about Library Week at your church.

Library Sunday
Sunday School

Many effective attractions can be used during Sunday school or Library Sunday to draw attention to your library. Here are a few ideas:

1. Branch library set up in each department with a limited supply of books appropriate for that age group. These books can be checked out from the "branch" that morning.

2. Short talk during each opening service on the importance of regular Christian reading, a presentation of "Books important to the Christian," displaying and discussing each one. Someone from your local Christian bookstore might be available to speak on books and their ministry.

3. Mimeographed book suggestions for the Christian home will include books for family worship, Bible study, inspiration, family relations, children's Bible stories, child and youth study, biography and fiction. These should be given out in every adult class and perhaps in the church service.

4. Skit on the ministry or purpose of a book. This might be entitled, "I am a Book," with the main character wearing a poster-board book cover. Dialogue or monologue could reveal some of the ways in which this book has ministered to hearts and lives and the difficulties this book encounters in being noticed and read by those who need to read it.

5. Story lady visits each children's department and invites them to the church library "Story Hour" the following Saturday morning or afternoon.

6. Announce activities of Library Week which will be of special interest to that particular age group.

7. Reading contest announcement (beginning or closing of contest), with all of the important details and promotion or awards.

8. Visual record in each department of its own reading contestants as a stimulus to their participation.

9 Short book review in each department.

10. Encourage every member to check out a book from the church library (if not in their "branch library") that morning.

Library Sunday Church Service

The cooperation of your pastor during the church service on Library Sunday will bring the ministry of the church library before many. The following ideas may help you.

1. Pastor preaches message on such topics as "Books and The Book in Your Life," "You Are What You Read," "Reading Influences: for Christ or Satan?" "Who Directs Our Thoughts?"

2. Church librarian introduced in the pulpit and given opportunity to invite the congregation and families to visit and use their church library. Library hours should be mentioned. Also the Library Week schedule, printed in the bulletin, can be reviewed.

3. Pastor commends the church library and its ministry and urges his people to participate in the entire Library Week program of their church.

4. My Reading Experience questionnaire can be given to each attendant, perhaps inside the bulletin. Pastor, librarian or chairman of the library committee explains the questionnaire, asking each person prayerfully to fill in one for his own challenge and keeping. No one else need see it.

5. Encourage every worshiper to check out a book from your church library that day.

Week-Day Program

A week-day program may be an alternative for Library Sunday or may be scheduled in addition to the special Sunday.

1. Monday night: "family reading night" at home. Some families might read a book together, such as a Christian biography. Others, because of their age or interest divergence, may want to read individually. Parents could read first to their very young children, then do adult reading when the children are in bed. The suggested reading list will be of help here. Make much of this reading-fellowship evening; maybe it will become a habit!

2. Mid-week prayer meeting: particularly pray for the ministry of your church library. This will include evangelism, teaching, inspiration and training. Ask God to enlarge its outreach to convince your people of the importance of Christian reading and to meet any needs of your library.

3. Friday night: "Library Wonder Night." This is a family night at the church which should be packed with fun and thrill. Everything done that evening should have originated in your library–games, stunts, program and devotions. During the evening several people might be called upon (by prearrangement) to tell of some "wonder" which they have discovered in their church library (an interesting fact of archaeology, of Bible background or study, or unusually challenging thought regarding the Christian life, etc.) These statements should be only one to three minutes each.

A helpful and interesting presentation would be a short demonstration of "How Our Family Uses Our Church Library," or "How the Church Library Ministers to Our Home," by a family actively reading Christian books.

The feature of the evening should be "The Wonder of a Story," a 20-30 minute story told by an experienced storyteller. This could be a missionary adventure, a biography, etc.

Close your evening with a short devotional read from one of the devotional books in your library. Refreshments, of course!

4. Saturday: "Story Hour" for children of primary or junior ages. A one-hour program could include a few songs, a half-hour story by the "Story Lady," and a hand-puppet presentation of some Christian truth suggested in the story. The puppet might discuss the story a bit, relate it to a scripture verse and apply it to the children's lives. Cookies and punch could be served, but refreshments are not necessary.

Your Library Is a Trust

The library is one of the valuable ministries of your church. Like any other minister, however, it must have access to your heart and life if it is to be effective. Pray for it! Praise it! Support it! Use it!

Keep your library and your vision growing! Plan to widen the ministry of the library by including magazines, missionary scrap books, phonograph records, tapes, framed pictures and visual aids. These may be loaned on a basis similar to books. Keep the library current with, and related to, the interests, needs, purposes and program of your church at all times.

The library is not a shrine for the worship of books. It is not a temple where literary incense must be burned or where one's devotion to the bound book is expressed in ritual. A library, to modify the famous metaphor of Socrates, is the delivery room for the birth of ideas—a place where history comes to life.

Good books on shelves won't make us wise, Won't train, inspire or catechize. But those we read, absorb, apply Will surely Christian growth supply.

Glossary

Accession List. List of books in the exact order in which they are first received into the library, numbering each book in that chronological order. Purposes for this list are: 1. to have the receiving date, the donor or source, and the price of each book in the library; 2. to know the number of books in your library; and 3. to know which are the newest books in your library. Your book jackets (if you remove them) are also filed by this number.

Accession Number. The number of each book in the order of its addition to the library. This number is *not* put on the outside of the book and the book is *not* shelved by this number.

Book Card (or Pocket Card or Borrower's Card). Identification card kept in the book pocket in each book. When a borrower checks out a book, he writes on this card his name and the date on which the book is due back in the library. He leaves the card with the librarian so that she will have a record of who has the book and when it is due to be returned.

Cataloguing. The complete procedure of processing a book for loan in the library.

Classification Number. Subject number of the individual book by which it is placed on the library shelves.

Classifying. The process of determining the subject number which the particular book should have.

Classifying System. An arrangement of numbers which covers every book subject. Each book in your church library comes under a subject heading for which there is a number in the classifying system in this handbook. This number is to be printed on the back edge of the book cover and the book is shelved in this numerical order.

Date Due Slip. Slip (pasted inside book) for recording the date on which the book is due back in the library. When a borrower checks out a book, the due date (usually two weeks from the current date) is recorded in the book as a reminder to him of the date the book should be returned to the library.

Date File or Charging Tray. Small file with numerical dividers (1-31 days of the month) in which the book cards are kept when books are checked out of the library. Cards are filed in the date file according to their due date.

Good reading does for the mind what good glasses do for your eyes; it lets you in on the details of living.

Classification System

Dewey Decimal System Classification Numbers

000	**GENERAL WORKS**	
	030	General Cyclopedias and Dictionaries
	050	General Periodicals
200	**RELIGION**	
	205	Periodicals, Magazines
	208	Religion in the World Today
220	**BIBLE**	
		Introduction, Study and Teaching
	220.1	Evidences and Authority, Canon, Inspiration, Authorship, How we got our Bible
	220.2	Concordances, Topical Text books
	220.3	Dictionaries, Cyclopedias
	220.4	Original Texts, Manuscripts
	220.5	Versions, Polyglots
	220.6	Bible Story Book (for Adults)
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Supplies

How to Use Your Library

- Your library is a minister of your church. Use it!–with gratitude and respect.

- If you do not find the book you want, refer to our card file or ask the librarian to help you.

- When you have selected a book, sign the book card in the back book-cover pocket. Take the card and book to the librarian for checking out.

- Treat the book with consideration and care. Do not mark or turn down pages!

- Return book by due date. Leave book on librarian's desk or other designated place–do not return book to the shelf on which you found it.

- Renew the book (once only) if you find it inconvenient to return the book by the date due. You may phone or write you renewal.

- Pay overdue fees immediately and cheerfully.

- Watch the bulletin board and posters for new book lists and suggestions.

- Tell your friends about the library and of the good books you have found there.

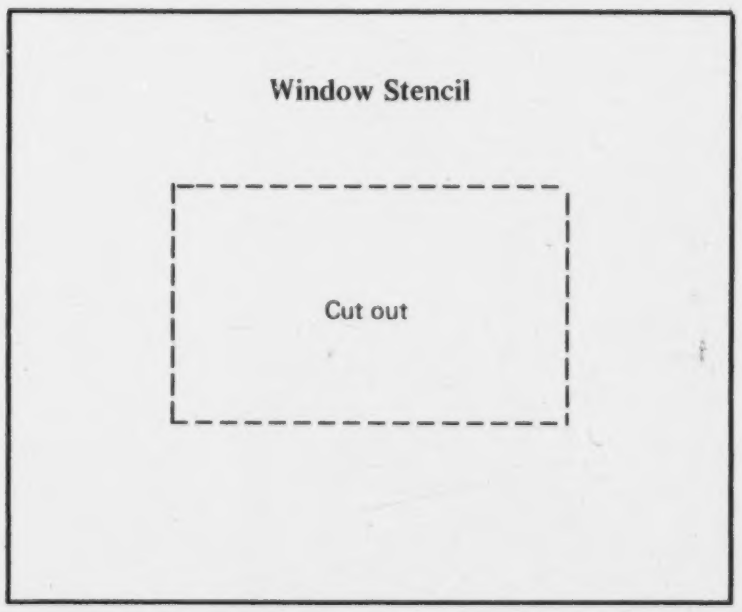
Shelf Tabs
(Cut and mount on your library shelves)

000—General Works
200—Religion
220—Bible
221-224—Old Testament
225-228—New Testament
230-238—Doctrine
239—Apologetics
240—Religions and Sects
242-245—Devotional
246-248—Christian Home

249–Inspiration for Youth
250-253–Evangelism, etc.
260-265–Christian Church
266–Missions
267–Biography
268–Christian Education
268.1–Sunday School
268.2–Children's Work
268.3–Youth Work
268.33–Adult Work
268.4–Teaching

268.5–Worship
268.6–Teaching Aids
268.7–Activities
268.8–Stories
Fc–Fiction, Children
F–Fiction, Youth & Adults

Make a cardboard stencil from this pattern and use to pencil in top and bottom score lines on back edge of books.



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Mrs. William Newton (LaVose Wallin Newton) attended the University of California at Los Angeles, Wheaton College and Westmont College, earning her A.B. degree in Christian Education from Westmont College.

Serving as director of Christian Education in Los Angeles area churches, she gained a special appreciation for the church library program and its importance to the local church and individual Christians.

Since 1947, Mrs. Newton has served as a Christian education consultant. Seeing the need for a practical training manual for nonprofessional church librarians, she developed the *Church Library Handbook* which is now in its fourth revision.

The handbook is designed to detail every important step in setting up and maintaining an active church library, with the inclusion of a classification system which adapts the Dewey Decimal System to the needs of the church library.

Through the years Mrs. Newton has conducted library workshops in churches and Sunday school conventions across the country. Now she and her husband operate Christian bookstores in Palo Alto and San Jose, California. Library workshops and individual counseling with church librarians continue in and out of their stores as the Newtons project their enthusiasm for the church library ministry.

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